



STATE OF WYOMING
DEPARTMENT OF ADMINISTRATION
AND INFORMATION
Human Resources Division

Dave Freudenthal
Governor

Earl Kabeiseman
Director

Brian Foster
Administrator

TO: Governor Dave Freudenthal

FROM: John Cox, Director, WYDOT
Cindy Pomeroy, Director, Dept. of Employment

DATE: June 14, 2005

RE: Administrative Leave Policy Proposal

As you may be aware the language in the State of Wyoming Personnel Rules concerning administrative leave is being changed to read:

Chapter 10, Section 10(a)(i) - "An agency head may grant an employee administrative leave with pay to participate in meetings, seminars, hearings, examinations, and employee organization meetings. For other requested purposes, administrative leave requests must be reviewed and evaluated for approval by the Governor or his designee."

Consistent with ongoing efforts to bring fairness and equity to all employees, we are proposing the implementation of an administrative leave policy for use by all state agencies. This policy will allow for agency directors (or their designee) to allocate administrative leave for select purposes, namely merit and wellness incentives. Agencies may grant 2 days (16 hours) of administrative leave per employee per year, and are responsible for tracking the usage these hours and their appropriateness. This policy gives sole discretion to the agency head (or their designee) in determining the use of this leave; it is not an employee entitlement nor does it increase the number of days an employee receives for usage at their discretion.

Usage of this leave can be for, but not limited to, the following types of programs:

1. Employee recognition programs
2. Department wellness initiatives
3. Merit incentive programs
4. Team based recognition – project completion
5. Pre-approved, non-profit community service
6. Family departing or returning from active duty military service.

Usage of this leave can not be for any types of the following:

1. Birthdays
2. Early release for Holidays
3. Undocumented performance

It is still important to understand that this administration regards an employee's compensated time as an asset of the state. When employees are granted administrative leave, costs are incurred to the state in both salaries and lost productivity. Agency heads are being asked to prudently administer this policy.

Governor's Authorization _____

